

## Pregnancy Maintenance Initiative (PMI) 2016-2017 (FY17 Auto Copy)

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Catholic Charities Inc.

Period: 07/01/2016 - 06/30/2017

Filter(s): Catholic Charities Inc.;

### Grouping A - Administration and Management

**Goal: A.1 - Capacity building and accountability**

**Start Date:**

**End Date:**

**Attachments:**

**Attach proof of Non-Profit Status (501(c)(3))**

**Did you attach your Non-Profit Status (501(c)(3))?:** Yes

**List your PMI Program staff names, positions and email addresses (Note the staff member who is the Primary Point of Contact):** Grant Funded - Cheryl Scott, RN - PMI Coordinator - 100% Grant funded (2,080 hours per year) - PRIMARY POINT OF CONTACT - provides all direct client services, education to pregnant women and new mothers, admission & discharges, compiles all client information and data and assists in submitting required reporting to KDHE - will supervise new part-time Admin Assistant/Data Entry position - email: cscott@CatholicCharitiesWichita.org Grant Funded - new position to be hired - Part-time PMI Admin Assistant/Data Entry - 100% Grant funded (1,040 hours per year) - to provide data entry for DAISEY and PMI project administrative support to Coordinator Match - Martha McCabe, MA - Director, Quality Assurance & Compliance - provides 10% of full-time hours to evaluation and assistance to PMI coordinator in reporting to KDHE PMI outcomes (10% of position Match) email: mmccabe@CatholicCharitiesWichita.org Match - Gail Phippen - Accounting Supervisor - provides 10% of full-time hours to provide financial reports and compliance to all agency financial policies, inclusion of PMI in annual agency audit (10% of position Match) email: ghippen@CatholicCharitiesWichita.org Match - Jenny Foster-Farquhar, Director Family Strengthening Services - provides 5% of full time hours to supervise PMI Coordinator, evaluate services, outcomes and general oversight of program (5% of position Match) Match - Heather Welsh, Director Marketing & Communications - provides 5% of full-time hours to complete all marketing and outreach materials for the PMI program (5% of position Match)

**Summarize your staff management plan to include verification of staff licensure, documentation of mandated training, performance appraisal process and professional development plan.:** Kansas RN license for the PMI Coordinator was verified at hire in August 2014 and has been verified annually by the agency Human Resources Manager. The new part-time PMI Administrative Assistant position will be advertised per agency policy, with selection of qualified candidate and start date as soon as grant approval is received from KDHE. New employee orientation is completed within 60 days by the agency HR department and the PMI Coordinator (mandatory for all new hires). The agency performance appraisal process is two-stepped - with interim dialogue occurring in July annual (review of six months of job performance and goal achievement) and annual written job performance and appraisal concluded by February (full 12 months of job performance and goal achievement). During the February meeting, a 12 month professional development plan is also developed between the PMI Coordinator and her supervisor (Jenny Foster-Farquhar). The new PMI Administrative Assistant will receive first evaluation 3 months following start date (Sept or Oct. 2016) and annual evaluation in in February 2017. Annual Agency Training Day (scheduled for October 2016) - is mandatory for all agency employees, consisting of review of agency HIPAA policy, client/employee grievance procedures, non-discrimination practices, etc. Average cost to agency is \$100 per employee inclusive of materials, food service and fee for out-of-town speaker on topic relevant to agency(i.e. strategic planning, centralized client intake, program performance evaluation, etc.)

**Attach an Agency Organizational Chart**

**Did you attach an Agency Organizational Chart that clearly identifies where the PMI section falls within the agency and the staff associated?:** Yes

**Strategy: A.1.1 - Build internal capacity**

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: A.1.1.1 - Attend annual meeting/training provided by KDHE**

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: A.1.1.2 - Provide orientation and training of new staff**

**Start Date:**

**End Date:**

**Attachments:**

**Describe your process for orienting and training staff new to the PMI program.:** The agency requires all new staff hired into a program or project to undergo training and orientation by the direct supervisor over the next 60 day period. For PMI, this will require the PMI Coordinator to complete these tasks with the new position (part-time Admin Assistant/Data Entry) so he/she is familiar with the requirements of the PMI program, eligibility and services available to PMI clients and their family members, reporting requirements to KDHE, agency internal reporting requirements and all agency policies, including privacy (HIPAA), grievance, maintaining of client files, etc. A checklist is completed by the immediate supervisor for this orientation and training period within 60 days and returned to the Human Resources Manager as proof of successful completion and made a part of the permanent personnel file. Personnel from the agency Information Technology Department (IT) assist in orienting and training new employees in use of the agency TIER data management system and use of the KDHE Catalyst and DAISY data systems during this 60 day period.

**Requirement: A.1.1.3 - Develop a method for recruiting selecting, and training staff**

**Start Date:**

**End Date:**

**Attachments:**

**Strategy: A.1.2 - Communicate and coordinate local work with State staff**

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: A.1.2.1 - Submit Financial Status Report and Client Demographic Summary quarterly**

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: A.1.2.2 - Submit Quarterly Progress Report**

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: A.1.2.3 - Participate in site visits and technical assistance calls as requested by the State**

**Start Date:**

**End Date:**

**Attachments:**

**Goal: A.2 - Program evaluation****Start Date:****End Date:****Attachments:**

**Summarize your program evaluation methods to include how you will expand services to meet community needs.:** PMI clients are provided opportunity to complete a client satisfaction questionnaire at least one time while they are actively receiving PMI services ( usually every 90 days - 3 months after enrollment and every three months thereafter) and again at discharge from the program. Surveys are completed by clients on a confidential and anonymous basis (no identifier info) so to promote survey participation. Clients are asked to be honest in their evaluations so we may identify areas of strength as well as those requiring improvement to meet the needs identified. Results of surveys are compiled quarterly by the Director of QA & Compliance, reported to program directors and coordinators, and included in the agency quarterly CQI report disseminated to all agency staff, board of directors and available upon request to funders and the general public (free of charge). Evaluation of services is also reflected in the service plans developed by clients in collaboration with the PMI coordinator and staff (utilization of the PMI required forms). The plan is addressed during each appointment and progress towards meeting goals is reviewed. Clients have the opportunity to make changes to the plan as goals are met and new goals are identified. PMI services are enhanced through through the collaborative efforts with local agencies and programs providing services that Catholic Charities does not provide onsite (such as group parenting classes). We have implemented a comprehensive case management approach including provision of additional community resources and initiation of appropriate referrals to meet needs that support a healthy pregnancy and healthy baby born at term. This approach allows us to include clients' family members in the plan of care as needed and/or desired by the client. Client stress from lack of finances, a safe, stable place to live, reliable transportation, access to medical care, and sources of dependable child care, increases the risk of premature birth. The PMI Advisory Group also contributes to the evaluation of the program on an ongoing basis. The Catholic Charities, Inc. – Wichita Advisory Group will continue to meet once per quarter to (1) review progress towards meeting established goals and outcomes, (2) financial accountability and (3 )provide professional discussions & recommendations regarding expansion of presence and service in the community. It is expected that members will attend a minimum of three of four meetings in a grant year. Meetings will take place at the PMI offices of Catholic Charities, Inc. in Wichita (located at 3700 E Lincoln (lower level of our Mount Interim Housing facility). PMI Advisory Group members include: Connie Heidebrecht -- Director of Fresh Hope Mentoring program for women in Wichita. Connie is a female non-Hispanic Caucasian . The purpose of Fresh Hope is to educate and mentor women striving to rise out of poverty and destructive relationships to financial independence and a healthy self-image. We regularly make referrals to this program. Rachel Gordinier – Family Services Coordinator, Wichita Treehouse. Rachel is a Caucasian, non-Hispanic female. The Treehouse is a referral partner where pregnant women may receive prenatal and parenting education at no cost. Their incentive program allows clients to purchase baby items for completing education classes. Deneen Dryden – Executive Director, Gerard House, a residential home for pregnant teenagers in Wichita. Deneen is a female Caucasian, non-Hispanic. Sharon Lessig, CNP – Sharon is a female non-Hispanic Caucasian. She is a nurse practitioner at the Pregnancy Crisis Center in Wichita. The Pregnancy Crisis Center provides free pregnancy tests, counseling and prenatal and parenting classes to both parents as well as free baby supplies for families in need. They are a referral partner. Lynn Tatlock – Lynn is a non-Hispanic Caucasian female. She is the Manager of the Salvation Army Homeless Program in Wichita. Cheryl Scott, RN, Catholic Charities Inc. PMI Coordinator will facilitate each meeting of the group and will be responsible for provision of minutes following each meeting.

**Attach a Client Satisfaction Survey in the attachment section above****Did you attach a Client Satisfaction Survey?:** Yes**Strategy: A.2.1 - Develop a program evaluation process to ensure services are provided as proposed****Start Date:****End Date:****Attachments:****Requirement: A.2.1.1 - Develop and use a client satisfaction survey****Start Date:****End Date:****Attachments:** Client S

**Requirement: A.2.1.2** - Develop and maintain program policies and procedures that are based on program standards and guidelines.

**Start Date:**

**End Date:**

**Attachments:**

**Strategy: A.2.2** - Create and maintain a functioning advisory group.

**Start Date:**

**End Date:**

**Attachments:**

**Describe your PMI Advisory Group membership and frequency of meetings.:** As noted in previous section Goal A.2 - , we will continue with our same Advisory Group membership in 2016-2017 as in the current year, meeting once every quarter. These meetings have proven successful in bringing together complimentary programs and increasing coordination of support and peer referrals to benefit pregnant women and new mothers throughout the year. Attendance, meeting agenda and minutes are recorded by the PMI Coordinator, with assistance provided by the Administrative Assistance in 2016-2017 (if position funding is approved). During the 2015-2016 year, the PMI Coordinator has also received administrative support from a Wichita State University graduate student (MSW) (through Dec. 2015) and currently has a volunteer providing up to 12 hours weekly administrative support with the office and Advisory Group meetings.

**Requirement: A.2.2.1** - Composition of the advisory group will reflect the community (race, ethnicity, SES)

**Start Date:**

**End Date:**

**Attachments:** 2016-2016 Advisory Group Listing

**Requirement: A.2.2.2** - Regular meetings will be held and minutes of the meeting kept

**Start Date:**

**End Date:**

**Attachments:**

## Grouping B - Data and Information

**Goal: B.1 - Measure program impact**

**Start Date:**

**End Date:**

**Attachments:**

**Describe your program goals, objectives and outcome measures.:** The GOAL of the PMI program is to increase access to pre-natal and post-delivery services for any pregnant woman having a need, along with supportive care and education that will result in the birth of a healthy weight, full -term infant(s). Follow-up support and education is also provided to new mothers (along with birth fathers, immediate family members) following the birth (or adoption) of a child for up to six months by the PMI Coordinator.

For the PMI FY 2016-2017 program, objectives (outputs) for the agency will include:

# of unduplicated, pregnant women enrolled & receiving services: 120

# of full-term births: 50

# of children served (in addition to new births): 80

# of adoptions : 2

# of premature births: 2

# of fetal deaths/stillbirths: 0

# of birth fathers/other family members served: 40

# of community outreach contacts: 40

Outcome measures (client change) will include:

(1) 90% of clients enrolled for services will complete PMI Intake & Needs Assessment Form and begin development of service plan & goals (PMI Life Domain Goal Planning Form) on first visit (108/120)

(2) 80% of clients will report improved health/wellness at time of discharge due to receiving PMI services (96/120)

(3) 80% of clients will report increased access to community resources at time of discharge due to receiving PMI services (96/120)

**How will you measure effectiveness of services, interventions and referral networks?:** In addition to required reporting to KDHE, Catholic Charities, Inc. maintains a Continuous Quality Improvement (CQI) process across the agency. Requiring all programs and projects to continuously collect output demographic data on all clients enrolled for services, as well as evaluation and reporting of outcome (change) measurement in at least three areas for all clients. Effectiveness of services will be measured by the percentage of clients meeting or exceeding the goals they have established with their counselor including adequate prenatal care, adequate nutrition, no low birth weight babies, no premature births, no prenatal or postnatal complications, safe shelter for client and baby, and no incidents or reports of neglect or abuse of client and/or infant. This information is derived from the PMI Life Domain Goal Planning and PMI Goal Tracking documentation.

**How will you ensure services provided are those needed by clients?:** To ensure services provided are those needed by clients, we complete a needs assessments on each client at initial admission, seeking clients' active participation in determining which services are desired and needed. Once the service plan is developed, and knowing we cannot meet every client's every need, we initiate referrals to local community programs that can address the needs Catholic Charities cannot meet (such as referral to local clinic for pre-natal medical care, or legal services for custody issues with spouse or father of children).

We elicit feedback from every client through utilization of the client satisfaction survey, along with level of satisfaction voiced at time of each meeting with the PMI Coordinator, regarding the effectiveness of not only our program, but the programs to which we have completed a referral on their behalf. The service plan documents the steps taken to meet clients' identified needs and whether or not needs were met to the level the client identified.

During each PMI consultation staff addresses food, shelter, compliance with medical appointments and personal safety in order to identify any areas of concern that client may not have revealed during their initial assessment, or barriers or incidents which may have occurred since their last consultation with the PMI RN Coordinator.

**Describe your plan for collecting and entering client information into DAISEY (KDHE approved data system), including who will collect the information and how it will be collected. If you plan to import data from another system, include the name of the system (Insight, Nightingale Notes, etc.):** Client information is collected by the PMI Coordinator from intake and follow-up meetings with pregnant women and new mothers. Data is collected on the assessment forms (paper and agency TIER system), then entered into DAISEY by either the Coordinator or in 2016-2017 will be entered by the PMI Admin Assistant under the supervision of the PMI Coordinator on a weekly basis. All clients are informed of the personal and identifying information collected and reported to both Catholic Charities and KDHE, with signed and dated release of information (ROI) forms secured by the PMI Coordinator prior to commencement of entering data into the agency TIER and KDHE DAISEY system.

**Strategy: B.1.1** - Develop an evaluation tool to measure program effectiveness

**Start Date:** 07/01/2016

**End Date:** 06/30/2017

**Attachments:**

**Requirement: B.1.1.1** - Gather and use data to plan and evaluate interventions and referral networks

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: B.1.1.2** - Gather and use data to assess program impact

**Start Date:**

**End Date:**

**Attachments:**

## Grouping D - Interventions to Improve Public Health

**Goal: D.1** - Provide services to enable pregnant women to carry their pregnancies to term

**Start Date:**

**End Date:**

**Attachments:** Agency Release of Information Form

**Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term. Note the strategies and curriculums used and note whether or not they are evidence-based.:** Pregnancy Maintenance Initiative (PMI) services are provided to any pregnant woman in need residing in the Catholic Charities Inc. geographic service area (Sedgwick County (includes city of Wichita). Services will not be denied due to inability to pay, insurance status, religion, race, color, sexual orientation, marital status, political ideology, age, creed, ancestry, national origin or disability.

At initial intake, Catholic Charities, Inc. requires all persons enrolled for services to complete the following agency forms: (1) Acknowledgement of agency Privacy Practices (HIPAA), (2) Agreement to Program Client Rights and Responsibilities, and (3) Acknowledgement of Agency Grievance/Complaint policy & procedures and (4) Signed Release of Information for purpose of completing data reporting to the agency (TIER) and to KDHE (DAISEY). Also at this meeting the PMI Intake & Needs Assessment Form is completed in order for both the client and PMI staff to determine level of services. The PMI Life Domain Goal Planning Form is also initiated at this first meeting and may be completed on the second follow-up visit. The client will be required to sign the Agency Release of Information (ROI) for each verbal or written referral to a community or governmental agency outside of Catholic Charities and initiated by PMI staff on their behalf throughout the period of service (this is a Catholic Charities, Inc. requirement). Copy of agency Client Rights Policy attached. Copy of agency Non-discrimination policy attached.

Healthy mother and infant is primary to successful outcomes, with review of client health history recorded on first visit. For women without routine, dependable medical care, referrals are made to local community clinics serving pregnant and post-partum women ( accepting uninsured, low income and Medicaid enrolled pregnant women). Signed client release is obtained by the PMI Coordinator so she may track the medical progress of the client including birth outcome.

Assistance with nutritional needs are included in the service plan and may include (1) nutrition counseling provided by the PMI RN Coordinator (includes instructions for women who have gestational diabetes or other nutritionally related conditions) , (2) information on multiple locations where clients may access free food for self and family (food pantries and daily congregate meal service locations) (3) education & assistance to access local WIC program so clients will have adequate weight gain and proper nutrition to support the pregnancy. We follow up on these referrals with each appointment, monitoring their food intake and weight as reported by client.

Through match contributions, we provide limited amount gift cards (no more than \$50) and local city bus passes to increase PMI client compliance with medical appointments so they may access services both onsite; and also provide transportation to-from other community agencies and organizations to which we have referred them to for additional assistance. PMI grant Client Assistance funds are used to pay rent or utilities for women who may be at risk of eviction, homelessness and/or loss of basic utilities during their time of their pregnancy or immediately following the birth of the child. Other items such as baby clothes, formula, diapers and maternity clothing are provided by the agency as part of our Client assistance match which contributes toward stability for the pregnant woman and new mothers, and assists in meeting their personal plan goals.

The PMI RN Coordinator provides prenatal education including symptoms to report to their medical provider that may indicate preterm labor or other problems with the pregnancy. This also includes counseling regarding reducing stress in their lives in order to prevent preterm labor. We offer Count The Kicks education to clients in the 3rd trimester to monitor baby's wellbeing. When clients' husbands or partner joins them for appointments we include them in this education so they may also be alert to signs or symptoms to report to the medical provider and/or when to call 911 for pregnancy emergencies.

We have provided financial assistance in placing pregnant women or new mothers in a local motel for up to one week, when no other housing options of emergency shelter or rapid re-housing program services are available.

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**Describe the adoption services and pregnancy education to be provided as part of the program.:** During admission to the PMI program, clients are asked about their plans for their pregnancy (birth plan). These options include (1) continue with pregnancy and parent child, (2) consider placing for adoption or (3) plan to place for adoption. Copy of agency pregnancy services policy attached. PMI clients indicating they are uncertain about parenting the child are given the opportunity during the course of their pregnancy to explore the pros and cons of placing a child for adoption. This may involve evaluating their relationship with their partner, their education goals, their finances and their preparedness for parenting. An explanation of the three (3) types of adoption is provided to all clients who are uncertain about parenting and to all who verbalize the desire to place for adoption. Catholic Charities provides a current list of agencies licensed by the state of Kansas providing adoption services for those clients wishing to explore or make an adoption plan. Pregnancy education is provided one-on-one by the PMI Coordinator (RN) with extensive experience in Obstetrics. Using the educational resources listed below our program provides education regarding the following: Changes to the body during pregnancy, nutrition and exercise, preparation for labor and giving birth, breastfeeding, postpartum care, newborn care, parenting a newborn, importance of compliance with medical appointments, effects of stress on pregnancy and baby, stress reduction techniques, positions for labor, bonding and attachment for mother and father, identifying a medical emergency during pregnancy and/or for newborn, infection control in the home, and community resources to support pregnancy and engage fathers. Education Resources: ABC's of Safe Sleep The Period of Purple Crying – National Center on Shaken Baby Syndrome March of Dimes - Becoming A Mom Shaken Baby Syndrome – KS Dept. of Social and Rehabilitation Services Count the Kicks Program Facts about Smoking and Pregnancy – American Lung Association Breastfeeding is Best – Sedgwick County WIC program Soothing a Crying Infant; Family violence & Children; Protecting Your Child From Abuse; Successful Single Parenting; The Parent Helpline – KCSL A Guide for Pregnant Teens; Your Pregnancy & Newborn Journey - Lindsay & Brunelle Education on labor, delivery, postpartum care, newborn care – Maternity Nursing 8th Edition, Loudermilk & Perry

**Estimate the total number of pregnant women to be served during the grant period.:** 120

**Strategy: D.1.1** - Assure that no individuals unable to pay will be denied pregnancy maintenance services

**Start Date:**

**End Date:**

**Attachments:** PMI Services - Catholic Charities Policy

**Requirement: D.1.1.1** - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented

**Start Date:**

**End Date:**

**Attachments:** Client Rights - PMI; Agency non-discrimination policy

**Strategy: D.1.2** - Adoption services and pregnancy education will be part of the program

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: D.1.2.1** - Case managers to attend adoption training class

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: D.1.2.2** - Provide plan for providing adoption as an option

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: D.1.2.3** - Provide adequate resources and referrals

**Start Date:**

**End Date:**

**Attachments:**



**Goal: D.2** - The program shall not perform, promote or refer for education in favor of abortion.

**Start Date:**

**End Date:**

**Attachments:**

**Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?:** Yes

**Select all counties to be served below**

**County:** Sedgwick

**Strategy: D.2.1** - Provide assurances

**Start Date:**

**End Date:**

**Attachments:**

## Grouping E - Communications and Promotions

**Goal: E.1** - Increase public awareness of services and generate buy in

**Start Date:**

**End Date:**

**Attachments:**

**How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?:** Information about the PMI program can be found 24/7 on the agency website([www.CatholicCharitiesWichita.org/family-strengthening/pregnancy-support-services](http://www.CatholicCharitiesWichita.org/family-strengthening/pregnancy-support-services)).

A summary of services, eligibility and contact information is listed here.

In addition, we promote PMI services in the Wichita community through continuous outreach activities including:

\*Networking and collaboration with area programs who serve pregnant women

\*Articles in community publications

\*Information on referral agency and organization websites

\*Presence and active participation in community efforts including the MIHC (Maternal Infant Health Coalition), Project Imprint and local annual Life Run

\*Posters in area businesses and churches

\*Public speaking engagements

\*Rack cards in area businesses that serve pregnant women

**What are your planned outreach activities?:** We will continue to have a presence in community activities related to pregnancy and parenting such as the annual Life Run event, presentations of the PMI program to area businesses and medical providers and support area events such as the Safe Sleep Baby Shower events. For the 2015-2016 year, the program also received a KDHE Injury Prevention Grant (\$5,000). We are partnering with local KDHE staff to provide instruction in Safe Sleep and local SAFE KIDS (Via Christi) to provide instruction on proper use of car seats and safety restraint for infants as they grow. Up to 60 pregnant women and new mothers, along with immediate family members living in the household, may attend these monthly sessions through Sept. 2016. Each woman who completes the 3-class series will receive a free car seat or portable crib from the grant award.

**Strategy: E.1.1** - Promote services to community

**Start Date:**

**End Date:**

**Attachments:** PMI Rackcard

**Strategy: E.1.2** - Planned outreach activities

**Start Date:**

**End Date:**

**Attachments:**

**Strategy: E.1.3 - Target and recruit clients**

**Start Date:**

**End Date:**

**Attachments:**

## Grouping F - Partnerships

**Goal: F.1 - Collaborative partnerships with community providers**

**Start Date:**

**End Date:**

**Attachments:**

**Identify your key partners including community-based health, social service providers, and Maternal and Child Health (MCH). Describe how you collaborate to ensure needed services are provided.:** (1) Sedgwick County Health Department -- They will provide medical care for PMI clients without insurance and who cannot obtain a medical card (Medicaid). Assistance with securing pre-natal care, obstetric and pediatric care and securing affordable health care is also provided at the County Health Department. Parenting classes are also offered by the Department on a routine basis. Also administers the local WIC program. (2) Healthy Babies Program of Sedgwick County -- one-on-one prenatal and parenting education, assistance with acquisition of car seat, offer home visitation program to assist with monitoring of pregnancy. (3) Catholic Charities, Inc. - St Anthony Family Shelter -- Offers temporary housing for homeless families (including single adult women who are pregnant and accompanied by one or more children); provides comprehensive case management, assistance with applications for subsidized, government housing and life-skills education onsite. (4) Catholic Charities, Inc. -- Harbor House -- Offers temporary housing for homeless women (including pregnant women and those women with or without accompanying children) who are fleeing domestic violence; provides comprehensive case management, assistance with applications for subsidized, government housing; applications for transitional housing and life skills education onsite. (5) His Helping Hands of Central Christian Church -- Accepts referrals from us to provide free furniture and needed household items, access to food and clothing for PMI clients and her family. (6) Fresh Hope Mentoring Program - Education and mentoring program for women coming from domestic violence relationships and/or low income backgrounds. Assist with locating jobs and completing GED. Clients are assigned a female mentor to work with during the course of the program. (7) The Treehouse -- Provides pregnancy and parenting education at no cost. Offer free childcare for group classes. Clients may obtain free baby item for participating in the classes. (8) Catholic Charities, Inc. Our Daily Bread Food Pantry -- Access to free food on a monthly basis for all persons living in the home (including diapers & formula). Assistance through on-site KS DCF TANF worker to help enroll clients in food stamps (SNAP) is offered every Wednesday 9am to 1pm with referral to local WIC program. (9) Prolife Outreach, Garden Plain, KS -- We may obtain free items for baby on behalf of our clients. These items include cribs, car seats, clothing, etc. (10) Via Christi SAFE KIDS Program -- Provides car seats, car-seat check-ups, safety workshops and other education free of charge to help parents prevent childhood injuries. (11) Catholic Charities, Inc. The Mount Interim Housing program - pregnant women who enter this new program of the agency (opened Oct. 2015) will be referred to the PMI program for determination of need and services; women who received PMI services while staying at the agency St. Anthony or Harbor House shelters and move onto this interim housing program will remain in the PMI program as long as they continue to meet eligibility and service plan requirements.

**When referring for services outside the program, what are the processes for initial referrals and for follow-up after referral?:** Referrals are made after a need by client is identified. Programs that are able to help her meet the need(s) are presented to client. Should the PMI client agree to pursue the referral, the PMI Coordinator provides guidance to the service program location, hours of operation and how to make an appointment. The majority of our referrals do not require a verbal or written referral. However for those that do, the agency requires the client to sign a Release of Information Form (ROI) prior to the referral being initiated by PMI staff. The agency tracks these referrals through our TIER system and can generate a report at any time, encompassing any period of service, that will detail the agency or organizations to which referrals were made for PMI clients, the number of referrals to that particular agency or organization and the number of PMI clients receiving referrals. This referral report is used in our quarterly reporting to KDHE. Agencies that require a written referral provide us a copy of the form, which we complete and send with client to her appointment along with a copy of the the Catholic Charities Release of Information signed form. Follow-up by PMI Coordinator is completed at the next PMI appointment where clients are encouraged to share and evaluate their experience. If client or staff identify that the need for which the referral was made has not yet been completely met, we evaluate why and seek additional resources to meet that need. Case notes are documented to the agency client's file at the time the referral is made and the outcome of the appointment at the time of their follow-up consultation with PMI Coordinator.

**Strategy: F.1.1 - Build and maintain local partnerships**

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: F.1.1.1** - Develop and maintain collaborative partnerships with community providers of related services

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: F.1.1.2** - Develop referral sources for related services

**Start Date:**

**End Date:**

**Attachments:**

**Requirement: F.1.1.3** - Track referrals made and outcomes of those referrals

**Start Date:**

**End Date:**

**Attachments:**